State of California Department of Fish and Wildlife

DUTY STATEMENT

DFW 242A (REV. 03/18/14)

☐ **PROPOSED**

☒ **CURRENT**

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE:

DFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Interagency Ecological Program (IEP) - Diet and Condition Study – Stockton, CA	CLASS TITLE Senior Laboratory Assistant
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-323-7878-009
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of a Senior Environmental Scientist (Supervisory), this position provides laboratory support for the Diet and Condition Study. The Diet and Condition Study supplies data and information for the Directed Outflow Studies and is part of the Interagency Ecological Program for the San Francisco Estuary. The incumbent may act as a lead person for a Fish and Wildlife Scientific Aid and assist with the hiring, training, and scheduling of Fish and Wildlife Scientific Aids.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	ESSENTIAL FUNCTIONS:
35%	**Fish Diet Sample Processing:** Use a dissecting microscope in a laboratory to identify and count diet items of larval, juvenile, and adult fishes collected from the San Francisco Estuary. Most diet items are zooplankton, including copepods, cladocerans, rotifers, mysids, and amphipods. Enter the data into an Access database or record on data sheets. May also train and check work of others.
30%	**Zooplankton Processing:** Use a dissecting microscope in a laboratory to identify and count zooplankton (micro-organisms including copepods, cladocerans, rotifers, mysids, and amphipods) from samples collected from the San Francisco Estuary. Enter the data into an Access database or record on data sheets. Conduct Quality Assurance and Quality Control (QAQC) checks for this and other IEP studies. Work with staff scientists to develop and refine procedures and set standards for QAQC checks.
10%	**Other Sample Processing:** In a laboratory, measure length and weight of fish, fish parts, and zooplankton; examine fish gonads for reproductive status and fecundity; process fish otoliths (ear bones) to determine age and growth; and process samples for other special studies as needed.
10%	**Lab Safety and Management:** Ensure that laboratory workers receive safety training and comply with laboratory safety procedures. Work with supervisor and other laboratory staff to document, update, and refine safety procedures. Responsible for the safe preparation, storage, and disposal of chemicals used to fix, preserve, and process samples and the safe disposal of samples. Work with other laboratory staff to monitor the volume of material in the laboratory wastewater tank and routinely check emergency showers, fume hoods, and other safety equipment. Responsible for maintaining project tools and equipment in proper working order.
5%	**Sample and Data Management:** Complete and maintain sample logs, chain-of-custody forms, archive sample records, and lab data sheets. Update and maintain reference collections and maintain archived samples. Oversee and assist in the recording of data and critically review data sheets to ensure accuracy. May enter data into computer databases, QAQC and edit data, and provide data summaries.
5%	**Other Duties:** Assist in the purchasing of supplies, equipment, and services needed for the project's laboratory and field operations. Attend meetings and workshops related to study of zooplankton, fish diets, and estuarine ecology. Occasionally participate as a crewmember on a research vessel collecting biological samples from the San Francisco Estuary. Duties may include setting and

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	retrieving sampling gear and recording station and sample data. May also assist with special studies and field sampling conducted by other studies. Participate in potential opportunities to summarize and present data as reports or posters.
	<u>NON-ESSENTIAL FUNCTIONS</u>:
5%	Attend relevant training and continuing education necessary to maintain and improve job skills. Complete Attendance Reports and other administrative tasks (e.g., vehicle Mileage Logs). Continually practice and promote respectful communication as well as organizational and professional vitality in part by (1) pursuing and completing pertinent formal educational opportunities (e.g., training and seminars); (2) participating in pertinent workshops, workgroups, and staff meetings; and (3) participating in activities to support the IEP Operations Program 'infrastructure' (e.g., meetings, labs, web site, training material, and permits).
	KNOWLEDGE AND ABILITIES:
	Knowledge of: Laboratory methods and procedures; fundamentals of biology, chemistry, and elementary mathematics; uses and care of laboratory equipment.
	Ability to: Read and write English at a level required for successful job performance; clean and care for laboratory equipment; learn elementary laboratory methods and procedures; follow directions; work efficiently and effectively in a group; and learn and apply specialized techniques accurately and rapidly; and keep accurate records.
	DESIRABLE QUALIFICATIONS:
	Knowledge of: Basics of biology and zoology, standard laboratory principles and practices, and proper use of common laboratory equipment, such as dissecting microscopes, balances, pH meters, and pipettes.
	Ability to: • Collaborate and communicate with other laboratory and project staff. • Direct the work of others and to provide positive feedback to subordinates in a timely manner. • Understand, enact and enforce laboratory safety protocols. • Manipulate (e.g., with a probe or forceps), count, and measure biological organisms using a dissecting or compound microscope up to 8 hours a day, 5 days a week. • Work with samples preserved with formalin or ethanol in properly ventilated situations up to 8 hours a day, 5 days a week. • Develop proficiency in software, including Access, Excel, and Word, as necessary to perform laboratory duties. • Work safely and efficiently on the moving deck of a research vessel for up to 10 hours a day for 1-2 days per week in occasionally extreme weather conditions.
	Special Personal Characteristics: Aptitude and liking for laboratory work; interest in learning to identify fishes and invertebrates, their life histories, and estuarine ecology; orderliness; strong organizational skills; tactful; reliable; able to focus on tasks that require concentration in a busy laboratory setting; either normal color vision, or partial color blindness only. (Applicants with partial color blindness must demonstrate the ability to satisfactorily distinguish colors most frequently found in laboratory work.)
	Interpersonal Skills: Ability to work independently and in a team setting. Must work well with others and respond favorably to feedback.

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	Other: • Possess a valid California Driver License or be willing to obtain one. • Comfortable working around the water and ability to swim. **WORKING CONDITIONS**: Using a dissecting microscope and laptop/desktop computer for most of the work day, 5 days a week, in a laboratory setting. Involves sitting most of the time, but may involve walking or standing for brief periods. Requires manipulation (e.g., with a probe or forceps), counting, and measurement of biological organisms and working with samples preserved with formalin or ethanol at properly ventilated work areas. Occasional work aboard research vessels may be required, which may be in inclement weather and require long working days. Travel using a State vehicle is anticipated to complete tasks that involve field work.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**		
PRINT SUPERVISOR'S NAME Steven Slater, Senior Environmental Scientist (Supervisory)	**SUPERVISOR'S SIGNATURE**	**DATE**
EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.** **I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.**		
PRINT EMPLOYEE'S NAME VACANT, Senior Laboratory Assistant	**EMPLOYEE'S SIGNATURE**	**DATE**